



# State Water Resources Control Board



**Linda S. Adams**  
Secretary for  
Environmental Protection

**Division of Water Rights**  
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Division of Water Rights: <http://www.waterrights.ca.gov>

**Arnold Schwarzenegger**  
Governor

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## **NOTICE TO WATER RIGHT PERMITTEE**

The terms of your water right permit require you to submit a Progress Report by Permittee promptly when requested by the State Water Resources Control Board (State Water Board) until your license is issued. The State Water Board's Division of Water Rights (Division) uses the Progress Report to (1) update our ownership records, (2) determine if you are in compliance with the terms and conditions of your water right permit, and (3) determine the amount of water beneficially used.

**The State Water Board requests that you complete and return the enclosed Progress Report for 2007 by July 1, 2008.**

If your water project is covered by two or more water rights, you should only report your diversion and use of water for the project covered by the water right number printed on the Progress Report form. The total amounts diverted and used under multiple water rights should not be combined and reported on a single form.

### **HOW TO FILE THIS REPORT**

You can submit the Progress Report form either by mail or fax to:

**Mail:** Division of Water Rights, P.O. Box 2000, Sacramento, CA 95812-2000.

**Fax:** (916) 341-5400.

If you fax the Progress Report form, you do not have to mail it. On-line reporting is not available this year.

### **REQUIRED NOTIFICATION OF CHANGE IN OWNERSHIP**

Please review and update the ownership information listed on the Progress Report. For new owners, we need the complete name, mailing address, and phone number. Your county assessor's office or title company does not notify us of any ownership changes. State regulations require that you, as owner of the water right, notify us directly of any changes. Failure to notify us of the ownership change within ten days prior to assessment of annual water right fees may result in your liability to pay annual fees even if you sold the property. The annual fee for your permit is based on the FACE VALUE amount shown on the Progress Report.

### **PERMITTED PROJECT STATUS**

You are required to exercise due diligence so that your water right project is completed within the timeline specified in your permit. For your convenience, we have included your completion date on the Progress Report form. If your use of water has not commenced, or is not completed by the completion date, you may request revocation, request licensing for amounts currently used, or file a petition for a time extension. If you decide to petition for an extension of time, you need to (1) show

***California Environmental Protection Agency***

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good cause for an extension, (2) submit the appropriate form and associated fees and (3) comply with the required environmental regulations. You can report your water right project status by checking one of the boxes on page 1 of the Progress Report form under Item No. 4, REVOCATION, Item No. 5, PROJECT COMPLETE, or Item No. 6, PROJECT HAS NOT BEEN COMPLETED.

Please note that an approval of a time extension (or change) petition is a discretionary action as defined by the California Environmental Quality Act (CEQA) and subject to public notice. As the petitioner, you are responsible for all costs related to the environmental evaluation and the preparation of the CEQA document. Petition forms are available on our web site at [www.waterrights.ca.gov/forms](http://www.waterrights.ca.gov/forms), or by writing or calling our office at (916) 341-5300.

### **LICENSING OF PERMITTED PROJECTS**

Water Code section 1605 requires the State Water Board to conduct a full inspection and examination of the works constructed and the use of water as soon as practicable after receiving notification that a permitted project is completed. Unfortunately, the Division is unable to promptly inspect all projects reported ready for licensing due to limited resources. An inspector from this office will contact you when the Division schedules your project for inspection. To expedite the licensing process, for any permits that authorize diversion of water to a reservoir, you may retain a licensed land surveyor or civil engineer to (1) survey the reservoir and submit the certified survey to the Division with your request for a license inspection and (2) submit any records of diversion or calculations of beneficial use of water under the permit. Whenever possible, the Division will prioritize its field inspections based on the date that the survey and diversion/use information is submitted to the Division. Permittees failing to pay annual fees will not be a high priority for licensing.

### **POTENTIAL CREDITS MUST BE CLAIMED**

An appropriative water right can be reduced or revoked through five continuous years of nonuse. Under certain conditions a reduction or loss of the appropriative water right may not occur due to: (1) water conservation efforts, (2) use of recycled, desalinated, or polluted water, and/or (3) conjunctive use of groundwater and surface water. Any credit claim based on Conservation of Water (Water Code section 1011), Water Quality and Wastewater Reclamation (section 1010), or Conjunctive Use of Surface Water and Groundwater (section 1011.5) must be reported on page 2 of the enclosed Progress Report form. Failure to report the amounts will deprive you of the benefits allowed under the applicable Water Code sections.

**Please complete and return the Progress Report form by July 1, 2008.** Thank you for your cooperation. If you have any questions or need assistance with completing the form, please call the Division staff person on phone duty at (916) 341-5300.

Sincerely,

John O'Hagan, Chief  
Enforcement Section  
Division of Water Rights

Enclosure